

Chief, Publications Staff, ORR

7 May 1956

Chief, Industrial Division, ORR

Comments on The Writing of Reports

1. The photostatic draft of The Writing of Reports has been reviewed by the five persons suggested in your covering memorandum. All agreed that this guide is clear, comprehensive, and relevant to the problems of the intelligence writer. Its use will undoubtedly be attended by an improvement in the quality of reports submitted for publication.

2. Although the reviewers pointed out isolated instances in which some of the general principles might not apply, the consensus was that these exceptions did not invalidate the general soundness of those principles. Only one reservation remains: the length and detail of the guide may reduce its effective use.

3. The reviewers concluded that none of their criticisms was sufficiently serious to justify revisions at this late stage of the production process. We in D/I feel that this guide should be printed and distributed as soon as possible, so that it may be used during the extensive report writing now in progress.

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Distribution:

Orig and 1 - Addressee
2 - D/I

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